

Nominee Information Form

Nominee's Information (check one) ☐ Youth ☐ Adult

Volunteer Organization: _____

I wish to nominate:

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: _____ Fax: _____

Home Telephone: _____ Email Address: _____

Nominator's Information

Name: _____ Title: _____

Organization: _____ Address: _____

City: _____ State: _____ Zip: _____

Work/Home Telephone: _____ Fax: _____

Email Address: _____

Signature of Nominator: _____

Anonymous Nomination Statement

Please print below or attach a 500 word maximum statement describing the service projects, outstanding characteristics, and volunteer achievements of the nominee and submit it with the completed application (**Please don't use name of nominee in the statement**).

[illegible]

Nominator's Full Name (Print) _____ Initial _____

| |
|------------------------------------|
| Reference Verification Form |
|------------------------------------|

Reference's Name: _____ Phone: _____

Nominee's Name: _____ Phone: _____

Reference Questionnaire

Please type responses to all questions on a separate paper, if necessary.

1. How are you familiar with the nominee?

2. What has been the most significant impact of the nominee's service to the community?

3. What types of people/groups are being impacted by the service? Approximately how many?

4. Are there any special challenges or obstacles that the nominee had to overcome?

5. Does the nominee receive compensation for the service provided?

6. How long has the nominee been involved in the service activity?

7. How/why did the nominee become involved in the service activity? What was his/her motivation?

**Mayor's Community Service Award
Tip Sheet for Nominators**

Deadline: The 5th of every month, *starting June 5, 2002*

Applications Tips

In order to be considered,

- the application must have all sections completed and submitted by the deadline;
- the nomination statement should be clear and concise, providing examples of how the volunteer has positively affected the community through service; and
- all forms must be printed or typed.

Checklist

Please be sure that in your nomination packet you:

- ☐ checked the type of nominee (for example, youth or adult);
- ☐ completed all sections on the forms;
- ☐ signed the required forms (i.e., Anonymous Nomination Statement and Nominee Information Form); and
- ☐ completed two Reference Verification Forms.

Please mail or fax application to: **Mayor's Community Service Awards**
DC Commission on National and Community Service
Executive Office of the Mayor
One Judiciary Square
441 4th Street, NW, Suite 1040S
Washington, DC 20001
Fax: (202) 727-9198

For questions regarding application procedures, please contact:

Jerome A. Duval, M.S.W.
Director of Outreach
DC Commission on National and Community Service
Executive Office of the Mayor
Jerome.duval@dc.gov